

FATIMAH FAIHAN ALOTAIBI

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SUMMARY

I hope to find a position in the administrative field that features a supportive and positive environment, allowing me to improve my knowledge and skills in business management to contribute to the development of the organization.

EXPERIENCE

- **Administrative Assistant** - Imam Abdulrahman Bin Faisal University | FEBRAURY 2024 - MAY 2024
Writing reports and preparing -Managing social media platforms -Budget management
Handing incoming and outgoing mail
- **Public Relations** - Research office | FEBRAURY 2023 - JUNE 2023
Communication link between faculty members and graduate student's customer service
Managing telephone calls – Organizing and filing all documents systematically

EDUCATION

Bachelor's degree from Imam Abdulrahman Bin Faisal University
General Major: Business Administration

COURSES

- Modern Secretarial certificate
- International Certificate in IT Skills Foundation

SKILLS

- Adherence to Work Schedules
- Professional and Ethical Discipline
- Good Communication and Teamwork Skills
- Work Under Pressure

LANGUAGES

- Arabic
- English